

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P027

POSITION: Grant Officer

OPENING DATE: 01/13/09
IF "OPEN UNTIL FILLED"

CLOSING DATE: 01/28/09
SALARY RANGE: \$40 per hour

WORK SITE: WASHINGTON, D.C.
PROMOTION POTENTIAL: DS-12

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.

AREA OF CONSIDERATION: Unlimited
NO. OF VACANCIES: ONE

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Community Services

DURATION OF APPOINTMENT: | | **Permanent** | | Term (13 months to 4 years) NTE: _____

☒ **Temporary** (Up to 1 year, Not-to-Exceed) _____

☒ **CONTRACT POSITION; NO BENEFITS** _____

This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The Grant Officer is responsible for monitoring CFSA grant-funded prevention programs to ensure that the services meet expected outcomes. This contracted position will support the implementation of a service delivery system to address the needs of families who come to the attention of the CFSA Hotline and where there is imminent risk of child maltreatment in the absence of immediate intervention. Maintains an on-going grant file for each program, which documents all significant interactions, decisions, monitoring activities, findings and follow-up reports. As needed, participates in the grant award process by screening, rating and ranking proposals to help determine which vendors will be awarded grants. Reviews deliverables as specified in the RFA, including monthly and quarterly program-related performance reports. Determines if programs are matching the needs of children/families and maintaining the capacity stated in the grant agreement. Participates in minimum monthly meetings with grantees to discuss issues, clarify expectations, review monthly monitoring statement of findings, improve responsiveness and quality assurance, and enhance inter-agency cooperation. Conducts onsite/offsite monitoring activities to determine if services delivered are consistent with the deliverables of each grant. Reviews grantee's training for personnel; determines the adequacy of staff support, management and the effectiveness of communications. Evaluates and assesses detailed data and reports. Assesses grantees' recruitment and staff retention practices, and tracks records. Assesses the grantee's use of outside service providers, including the utilization of Medicaid vendors. Discharges duties with flexible hours to ensure compliance to monitoring regulations. Participates in training as required. Maintains accurate documentation and tracking of work performed through FACES and/or identified tracking system. Provides training, technical assistance and consultation to providers and CFSA staff as needed, and contributes to the development of Scopes of Work for various Requests for Applications (RFAs). Closes out the grant(s) when a determination is made that all applicable administrative actions and all required work of the grant have been completed. Provides accounting of funds expended, obligated and remaining under the grant to the CFSA Chief Financial Officer upon termination or close-out of grant(s) or as requested by the Director, CFO or designee. Performs other related duties as needed.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Bachelor's degree with two to five years of specialized experience
- Certificate of completion for training in Contract Officer's Technical Representative; Program Monitoring, or Audit/Review Teams, etc; and a minimum of one (1) year of related human services experience conducting licensing, monitoring or audit activities.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of grant/contracting procedures and various methods used to gather, analyze and act on information to ensure compliance;
2. Thorough knowledge of theories and methods of assessing the delivery of child abuse and neglect prevention services to children, youth and families and thorough knowledge of theories of human growth and development and family and social interaction;
3. General knowledge of local, state, and federal laws and regulations affecting social and health services;
4. Effective interpersonal skills to interact with agency representatives, other staff and the public; skill mediating and negotiating between parties in conflict and ability to articulate concerns or position on sensitive issues both in written and oral presentation;
5. Demonstrated organizational and analytical skills, and attention to detail

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
